

Job Posting

The following position is available with the **City of Lafayette**. If you are interested in being considered for this position, applications are ONLY available on-line - <http://www.lafayette.in.gov/employment/>

This position will be open until filled

Available with the Parks Department:

POSITION:

Seasonal Marketing Assistant for Parks

LOCATION:

Parks Administrative Office

HOURS:

Seasonal - Up to 40 hours/week; Days, evenings, weekends and some holidays may be required

SALARY:

\$9.00-\$10.00

DESCRIPTION:

Incumbent serves as the Marketing Assistant for the Lafayette Department of Parks and Recreation, responsible for assisting with planning, designing and implementing various marketing materials for the department. Assists with the planning and implementation of special events. Engages effectively and efficiently with customers and the general public in person, over the phone and through electronic communication. Composes and prepares documents (including brochures, fliers, promotional packets, media releases) for various programs and special events utilizing Microsoft Office and Adobe Creative Suite software. Reviews data and makes simple arithmetic additions and subtractions. Performs various clerical functions, such as typing, copying and filing various documents such as correspondence and forms. All other duties as assigned.

REQUIREMENTS:

Must be at least 18 years of age. Experience in Marketing, Public Relations, Communications or related area preferred. Equivalent combination of education, training and experience may substitute for formal education. Demonstrated experience with Microsoft Office and Adobe Creative Suite software is preferred. Must have ability to make practical application of principles and practices of basic marketing and design. Must have an enthusiastic and engaging personality, be highly organized, and have excellent verbal and written communication skills. Must possess ability to thrive in a team-setting amidst frequent distractions and interruptions. Must enjoy working around children in a recreational setting. Must be able to work outdoors on occasion with exposure to various elements of the outdoors. Ability to effectively communicate orally and in writing with co-workers, other City departments, vendors, customers, members, funding and regulatory agencies, and the public including being sensitive to professional ethics, gender, cultural diversities and disabilities. Must be able to meet attendance requirements and have the ability to occasionally work extended, weekend and/or evening hours and occasionally travel for seminars or programs. Must possess valid driver's license and demonstrated safe driving record.

The City of Lafayette is an Equal Opportunity Employer